

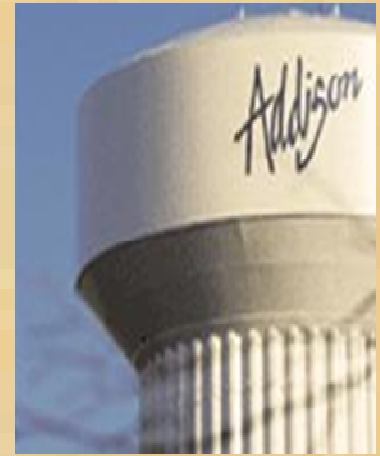
TOWN OF ADDISON PROFILE

The Town of Addison is one of the Dallas area's most popular destinations. Addison's 13,680 population grows to nearly 100,000 daily in response to outstanding quality of life amenities. Located 13 miles north of downtown Dallas, Addison has more than 170 restaurants, 22 hotels, and 190,000 square feet of meeting space offering abundant opportunities for lodging, dining and shopping, all within 4.35 square miles.

Residents and visitors alike enjoy a wide variety of museums and attractions including the Cavanaugh Flight Museum, Mary Kay Museum, Addison Circle Park, Water Tower Theatre, The Craft Guild and much more. Annual events and festivals include Taste Addison, Summer Series, Oktoberfest, Worldfest, and Kaboom Town, an annual 3rd of July celebration that has been ranked by Forbes, the Travel Channel, and Bing as one of the best fireworks displays in the country. With special events scheduled 26 weekends a year, there is always something fun to do in Addison.

In addition, the Town of Addison maintains 96 acres made up of 17 public parks. Each park is professionally landscaped, and every winter 75,000 tulip bulbs from Holland are planted.

The Town of Addison is a home rule city operating under a Council-Manager form of government. The City Council is comprised of the Mayor and six Council members, elected at-large for two-year terms in alternating years.



Director of Infrastructure Operations and Services

DEPARTMENT PROFILE

The Town of Addison is seeking a dynamic manager to direct the Town's streets and utilities divisions. The divisions are responsible for several functioning areas including street maintenance and signal systems, solid waste/recycling, water and sanitary sewer, and stormwater with nineteen employees who take pride in meeting commitments and providing high levels of service to the visitors and citizens of our Town.



POSITION PROFILE

The successful candidate must convey a collaborative and visionary leadership style that focuses on planning, organizational management, integrity and the ability to develop strategies that encourage efficiency, cooperation, and prioritization of goals and objectives. The Director of Infrastructure Operations and Services reports to the Deputy City Manager and is a key member of our management team. The position is responsible for planning, budgeting, engineering, directing and managing the infrastructure operations and services including the development and execution of the Capital Improvement Plans and Bond Infrastructure Improvements, in addition to the annual Operations and Maintenance Programs.

The ideal candidate will be a contemporary leader with strong management and administrative skills with a proven track record of success. They must be well versed in all aspects of public works including personnel management and safety, planning, design, construction, acquisition/procurement strategies, infrastructure development, maintenance and operations. Superb communication and organizational development skills to manage staff and work collaboratively with people is expected. Additionally, the candidate should possess excellent interpersonal and analytical skills with record of conscientious fiscal management and stewardship, including obtaining and leveraging funding to accomplish goals in "the Addison Way," and convey respect for development, historical preservation, environmental sustainability, open space preservation and multi-modal transportation.

MINIMUM QUALIFICATIONS

The position requires a clear background, clear pre-employment physical and drug screen, valid Texas driver's license , credit check and safe driving record.

- Bachelor's degree in civil engineering, Public Administration, Engineering Management or a related field is required. Master's Degree preferred.
- Seven years of responsible public works management experience including five (5) years of senior level management, project management and/or administrative experience.
- Equivalent combination of education, training and experience will be considered.
- Thorough knowledge of municipal public works operations is essential.
- Candidates with relevant military experience are encouraged to apply.
- Strong computer skills (Microsoft Word, Excel and PowerPoint) used to create various graphics and informative materials used in public presentations.



**The Salary Range for this position is
\$96,572.58—\$144,849.12 DOQ**

The position is open until filled.

For more information, call Human Resources at
(972) 450-2817 or visit us at 16801 Westgrove Drive, Addison, TX 75001

APPLICATION REQUIRED FOR CONSIDERATION

Application available at www.addisontx.gov.

Position Posting Date:

November 26, 2012



BENEFITS

- Fully-paid Health & Dental Insurance for employees from date of hire.
- Partial payment of premiums for family Health & Dental Insurance.
- Life Insurance paid by the Town, 2X annual salary.
- Short-term & Long-term Disability provided by the Town.

Retirement (TMRS)

Instead of Social Security the Town participates in the Texas Municipal Retirement System - 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.

Deferred Compensation

457 Plan with Town contribution after trial period.